EXTRA WORK BILL – ON-LINE DATA ENTRY OPTION

Caltrans has designed an internet-based Extra Work Billing system that presents screens that look very much like the current paper-based EWB forms. The Prime Contractor will input the EWB information into the data entry forms and 'send' it to the Caltrans Resident Engineer for approval.

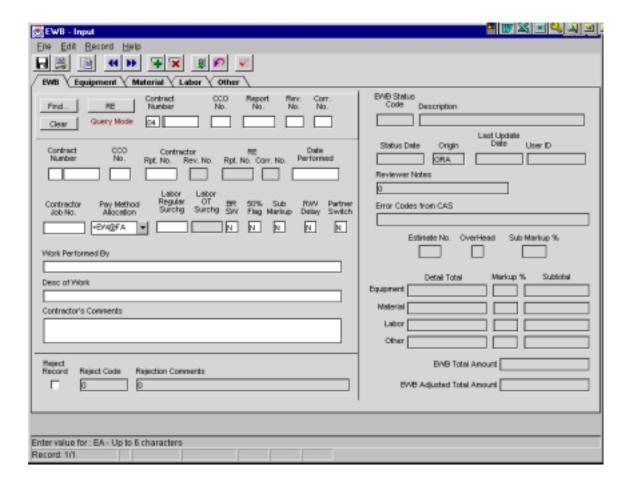
We expect that having Extra Work Bills sent electronically will result in improved accuracy, quicker payments, and the ability to track the status of any Extra Work bill through the Caltrans system.

This process will provide a permanent electronic record of exactly when your Extra Work Bills are sent, who has them, how long they've been there, and if they're scheduled for payment.

However, at this time, it is still necessary for required back-up documentation to be sent on paper. You must continue sending the paper invoices for material and /or work done by specialists or Lump Sum or Unite Price payments.

The following are examples of the On-Line Data Entry screens. This is only a brief look at the system screens. Detailed training is available for System participants.

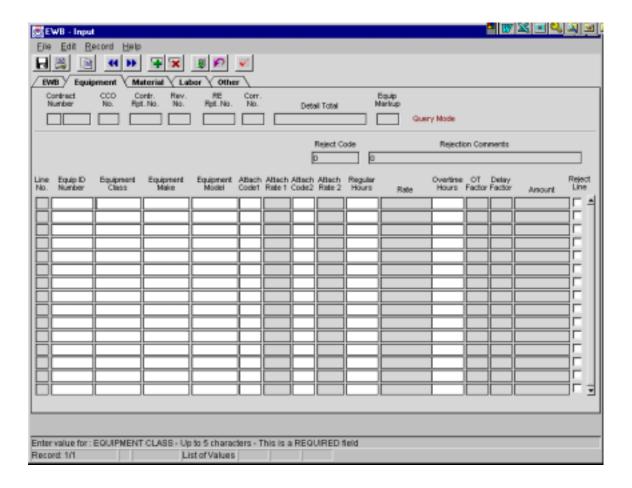
EWB Tab



This is the main page or title page. The top left section of the page allows you to 'find' a bill already in the system, the middle left section is for inputting a new bill, and the bottom left portion is where Caltrans would reject an item on this page. The information entered here is the basic contract information. The right side of the screen gives you the status of the bill and a cost summary of all elements of the bill and the markups.

•

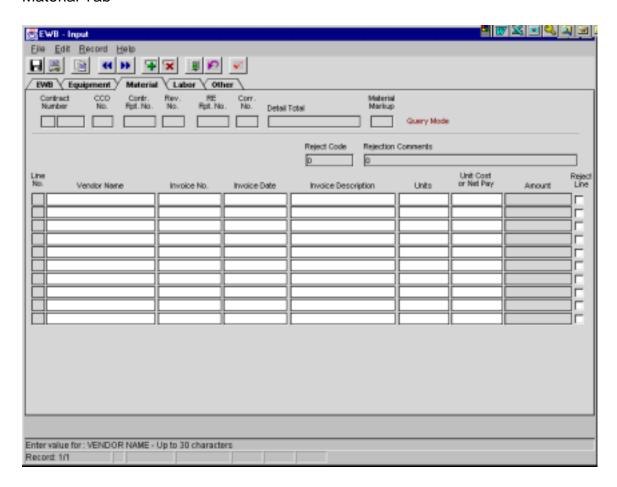
Equipment Tab



Equipment information to be billed is entered on the Equipment Tab. Although not seen on the screen print, the Equipment Rental Rate table is utilized on this page. When you double click in the Equipment Class field, the Rental Rate table comes up, you select the equipment required, and several fields are automatically populated. This validates the equipment and rate, and helps ensure accuracy.

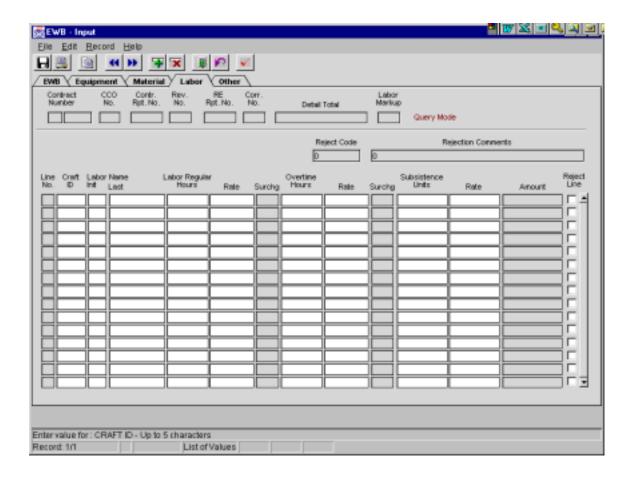
Caltrans can reject portions of the bill by putting a check in the reject line of the line entry in question. A reject code is entered and comments can be made to explain the rejection. A contractor will be able to make corrections on the rejected line(s) only.

Material Tab



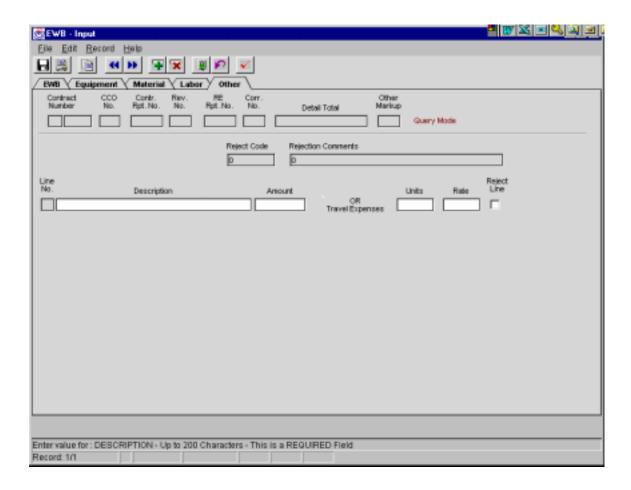
This screen is for entering the material information. Where receipts/invoices are needed now, they will also be needed in this system, following existing procedures. A copy of these can be faxed at the time the bill is sent so Caltrans will have something to review when processing the bill.

Labor Tab



This screen is for inputting the labor information. By double clicking in the Craft ID field, a listing of all valid Craft ID's is brought up for you to select from.

Other Tab



This page is for other expenses subject to labor markup from the Labor Input screen that can not be put on the Labor Tab.